

John Vaughan Library Technical Services

Technical Services Teams

- Acquisitions
- Data Initiation
- Quality Control
- Coordination

Highlights

Acquisitions Team:

- Ordering
- Gifts
- Projects

Data Initiation Team:

- Cataloging
- Curriculum Materials
- Processing

Quality Control Team

- Withdrawing
- Bindery
- Mending
- Projects

A Record Setting Year

Sometimes change moves like a glacier giving groups time to adjust and sometimes it moves like an avalanche causing groups to adapt or drown. This year presented the most challenging changes in the recent past and the Technical Services group adapted and excelled as a result.

Our theme for the year, set in March of 1999, was **"New Beginnings: #b Everyone Counts"** It was set with optimism as we looked toward a time of renewed strength and growth.

PERSONNEL

In March of 1999 we had a stable group, by November we had lost three mem-

bers of our group and added three new members. Debbie Garrett took medical leave and Tonya Garrett filled in during her absence. We lost Debbie to her battle with cancer in October of 1999. In August 1999, Darren Tobey, moved to User Services and in September, Connie Mnich moved to User Services also.

These three positions were filled within a short period of time. Dana Letts joined us to fill Darren's position in Acquisitions and Quality Control, Elizabeth Hamilton took Debbie's tasks in Quality Control and Acquisitions, and Dalana Block filled a changed job in Data Initiation and Quality Control.

Much time during the year was spent in training. Everyone in Technical Services, with a little help from Darren and Connie, helped to get our new people settled and working in their various tasks.

During the Summer of 2000, teams had to adjust because of Jackie Schumaker's half-time summer contract.

Record setting performance in several areas was the norm throughout this year of transition and training.

This was truly a record breaking year of achievement in all teams.

In September 1999, the

Records Set		Second Highest	
Titles Cataloged	6,497	Items Withdrawn	3,020
Volumes Bound	3,329	Items Mended	733
Items labeled	12,563		
Gifts Received	11,159		



Harriett Hobbs,
Coordinator
Renée Johnson, Secretary
Darren Tobey (June-Aug 99)
Debbie Garrett (June-Oct 99)
Dana Letts (Oct 99-)
Elizabeth Hamilton (Oct 99-)
Diane Morgan, Adjunct

Students: Nina Reagan
(June-Sept. 99)
Jessica Coplen (Oct 99-)

Three innovative group projects accomplished large amounts of work with the help of outside team members.

Acquisitions Team

team consisted of three members, Harriett, Renée, and our Adjunct member, Diane Morgan. Harriett supplied much of the training during the year in Acquisitions for two new members. Student, Jessica Coplen was kept busy with all of the student assigned jobs during the year.

ORDERING AND RECEIVING

Darren helped with ordering early in the year until Dana took over in October. A total of 2,610 one time orders were placed by May 2000. Additional orders in May and June will help offset the shortfall in the approval and serials budgets.

CREDIT CARD

We have had access to a university VISA card to use for materials purchases for the first time this year. We have made use of the card for many purchases including prepayments, newspaper subscriptions and out or print titles. We are being encouraged to use the card more next year and will expand use to payments for both firm orders and subscriptions renewals.

APPROVAL PLAN

In the first full year we received 2,075 books through the Blackwell approval plan. We continued to see forms submitted for firm orders.

GIFTS

After our project in August,

Dana cleared out the gift backlogs and gift receiving and processing remained current throughout the year, setting a record of 11,159 gifts received.

CLAIMS

Jeanne and Harriett helped with claims for over a year. Since November, Harriett has been working with Elizabeth. A total of 861 claims were placed during the year, a 35% increase.

SERIALS

Renée checked in 1,142 serials coming on subscription, a 9% decrease.

GIFT PROJECT

During the August break a backlog of gifts were completed through receiving and presearching. In all 3,546 items were received and 1,458 items were presearched. Everyone in Technical Services participated in helping Acquisitions with this project.

CURRICULUM MATERIALS

Beginning September 30th and continuing into the first week of October a room-wide project was held to unbox, organize, and shelve this year's cur-

riculum review center material. During this project 2,156 items were processed for the shelves.

MUSIC SCORE PROJECT

The Music (Scores) Searching Project was kicked off on November 11th. Participants included Renee and Harriett from Acquisitions, Linda and Jeanne from the music group, Jackie, Dr. Mark Bighley and Robin Bundy. Thanks to Mark and Robin, the VTLS searching portion of the project was completed in about two weeks. Jessica worked steadily on typing T-slips and Dana reorganized the collection on the holding shelves. The final count of material was 1,566 titles.

CHALLENGES 2000/2001

The challenges include fine-tuning and setting schedules for ongoing activities and preparing for Broken Arrow purchasing. Notable to Acquisitions success this year was the use of group projects which helped the team achieve outstanding results in regular workflow throughout the year.

TRAINING

Budget Figures

	Beginning Allocations	Ending Balances (June 2000)
Monographs/AV	\$100,000	\$ 87,651
Approval Books	\$100,000	\$ 71,191
Serials/Periodicals	\$430,517	\$420,329
Etter Funds	\$ 6,000	\$ 6,000
Vision Funds	\$ 364	\$ 364



Jackie Schumaker,
Coordinator
Jeanne Pry, Secretary
Connie Mnich (June-Sept 99)
Dalana Block (Nov 99-)
Harriett Hobbs
Renée Johnson
Lou Ann Rhea
Linda West

Students:
Samantha Clifford
Jennifer Cox (Oct-Dec99)
James Thompson (June-Nov 99)
Chris Walla (Fall 99)

Record numbers of production occurred despite problems with computers, printers, vacancies and training.

Data Initiation Team

Dalana Block was hired to fill Connie's position and started work on November 8. The job was slightly restructured with AV cataloging going to Jackie and Curriculum Materials pulling going to Dalana. Every DI team member has been involved in Dalana's training. She joined the rest of the team in helping to set records in production this year. A new idea in training this time was to build a training webpage with links to online tutorials and tools to help learn cataloging.

CATALOGING

Production reached a record high this year. The total of 6,974 was higher than any other year on record, including the Produce-a-Thon year.

CURRICULUM MATERIALS

A major focus of Data Initiation for the year was Curriculum Materials. With Jackie and then Dalana organizing and sorting the trucks to all the Data Initiation members, a good effort was made to get back

on track with Curriculum Materials. The necessary shelves were emptied just in time for Acquisitions to receive the new shipment in October. Everyone on the team participated in cataloging, labeling, and processing the materials so that there was a fairly regular flow of materials out of Technical Services.

Our goal is to have all the language arts materials cataloged by the end of July 2000 and to then begin cataloging the science materials.

GOVERNMENT PUBS

Marcive continued to supply shipping list records and full MARC records. The task of loading these files was given to Jackie. Weekly records totaled 5,373 and monthly records totaled 5,209 for an adjusted total of 6,971 records added to VTLS.

PROCESSING

We did not have a processing student for most of the year. However, Samantha Clifford was hired in the

Fall to build item records. With only a little help in the Fall, Samantha and team members did processing for most of the materials.

Despite the student shortage, a record total of 12,563 items were processed this year, a 12% increase over last year.

AUTHORITIES

A new step will be added to the authority process. We will send printouts to Connie in Government Publications for checking duplicate SuDoc numbers. A total of 3,097 records were handled this year, a 27% decrease over last year.

PROJECTS

The Special Collections video cataloging project and the Government Publications barcoding project were put on hold this year due to the staff vacancies. Both projects are scheduled to resume during the coming year.

CHALLENGES 2000/2001

The team wrote eleven challenges and put them in a time line order, including responding to the Database Task Force recommendations, cataloging Curriculum Materials, making plans for the Broken Arrow library, and resuming projects that were suspended this year.

Despite a heavy workload,

1999/2000 Cataloging At A Glance

Type of Material	Participants	Number	Backlog-June/00
Monographs	Lou Ann — Renee	4,422	6 trucks
Approval books	All DI members	2,075	None
Curriculum Materials	All DI members	224 titles	1/2 range
AV	Connie — Jackie	62	3 shelves
Music	Linda	56	1 truck
Original	Jackie—Harriett—Linda	68	1/2 shelf
Serials/Continuations	Harriett — Jeanne	90	5 trucks
InfoTrac Business	Jeanne — Harriett	92	Academic Titles
Y Collection	Harriett — Lou Ann	63	4 trucks



Jeanne Pry, Coordinator
(Oct 99-)

Connie Mnich, Coordinator,
(Jun-Sept 99)

Lou Ann Rhea, Secretary
Darren Tobey (June-Aug
99)

Debbie Garrett (June-Oct
99)

Tonya Garrett (July-Aug 99)

Jackie Schumaker

Dana Letts (Oct 99-)

Elizabeth Hamilton (Oct
99-)

Dalana Block (Nov 99-)

Students:

James Thompson, (June-
Nov 99)

Sarah Willis,

Chris Walla (Fall 99)

Cecilia Falling (Mar 00-)

Jessica Coplen (On loan
from Acquisitions)

Quality Control Team

Jeanne and her team performed well at all times. The team welcomed three new members, Dalana Block, Dana Letts, and Elizabeth Hamilton.

TRAINING

In September and October learning objectives were written for all three new employees. Initial training of the new members included check-in of periodicals and newspapers, mail sorting, and watch and learns in various areas of Quality Control.

MAIL AND CHECK-IN

During Summer 1999, we lacked student check-in help. In order to share the responsibility of the daily tasks, Quality Control members each chose a day to do the processing and check-in throughout the summer. Sarah Willis, check-in student, returned in September and continued to check-in the mail with no backlogs. She also checked in the newspapers on a daily basis.

A total of 20,752 periodicals and newspapers were checked-in during the year.

LOOSE-LEAFS

Connie helped file loose-leaves after Darren left in August. Jeanne then worked with Dana training him on loose-leaf check-in and filing. Darren also helped to train some of the harder titles. A total of 2,796 loose-leaves were checked-in during the year.

LIMITED RETENTION/ MUSKOGEE

March limited retention inventory went well. Each new person worked with an experienced person to finish the two sections of periodicals and vertical file. There were three teams consisting of Jeanne and Elizabeth, Lou Ann and Dalana, Linda and Dana. In May, the team traveled to the Muskogee campus to pull nursing journals for binding and to do limited retention inventory.

WITHDRAWN/TEXTBOOK GIVEAWAY

Connie began work on a new area for the annual curriculum materials distribution. After Connie left, Linda and James withdrew superceded curriculum materials during the fall and then Linda trained Dalana. Dalana now works with Cecilia to withdraw Curriculum Materials. The room is looking very good, and there will be lots of material for the teachers' give-a-away next fall.

Other materials were withdrawn during the year by Connie and Dalana. A total of 3,020 items were withdrawn this year, including 2,183 curriculum materials, a decrease over last year's total, however the second largest number in the last ten years.

WITHDRAWN DATABASE

We received funding for a VTLs database to help eliminate paper shelflists and serve as a withdrawn data-

base. The database was installed in April 2000. A meeting of the Task Force took place in April 2000. Groups were formed to look at different collections and make recommendations. The group will have a final report for implementation in September 2000.

BINDERY

Lou Ann and Darren served as backup for the bindery process during Debbie's absence. They worked on shipments when needed. Tonya Garrett worked during the summer as part time technician and wrote new bindery procedures. Lou Ann began training Elizabeth with the November bindery shipment and spent considerable time with Elizabeth training bindery procedures. Jessica, Acquisitions student, helped in the Spring to pull extra volumes to use the allocated funds. A total of 1,350 periodicals, 1,835 new books, and 106 rebinds were sent during the year. This was a 2% increase over last year and a record for numbers of items bound.

MENDING

For most of the year we did not have a student for mending/processing. Samantha and Lou Ann worked on music binders and mending during the year. A total of 733 items were mended which was a 69% increase over last

Quality Control Team

year's total and the second highest number in the last ten years.

SERIALS ADDED VOLUMES AND COPIES

Jeanne and Jackie kept a steady flow of microfilm, bindery and continuations materials. A total of 3,344 serial and periodical added volumes were handled during the year.

SERIALS/PERIODICALS SETUP

Jeanne worked with Connie to learn set up of check-in for new periodicals. Dalana and Jeanne then began training in this area. More serial and periodical trucks will be completed over the Summer to help complete this training.

RELOCATIONS AND OTHER PROBLEMS

Dalana has worked on every category of these materials including; relocations to most locations, added copies, reinstates, complicated problems, and withdrawals. Item record changes were 501 for the year.

INFOTRAC TITLES

Quality Control members edited holdings for only the business electronic journals. Initial plans were for Lou Ann, Jeanne, and Connie to edit records and Jackie to revise all of the titles. This project was finished in February 2000. An address change was also instituted, but Helen needs to work

on a change for older records.

CHALLENGES 2000/2001

The team was not be able to complete some challenges set last spring. These challenges were made before Connie and Darren left the team and before Debbie passed on.

Compression of bindery titles was last done five years ago, and is desperately needed to be done again. As many of the challenges that the team set a year ago were not done due to staff changes, the team kept the same challenges for the coming year.

Coordination Team

TS Intranet 192.173.42.60



Linda West, Director
Darren Tobey (Secretary
June-Aug 99)
Jackie Schumaker
Jeanne Pry

Student:
Sarah Willis

Lou Ann again coordinated supply orders. The major supply purchase was extra barcodes to support the new VTLS database project. At the end of the year, new PCs were ordered for Harriett and Jackie, starting a three-year rotation plan. Harriett and Elizabeth produced statistics and were current at the end of the year. Connie and then Dalana coordinated students for Technical Services. Work Study students were in short supply and we received permission to hire extra Institutional students to fill our vacancies. Jackie issued updated pages to the manual and received pages from teams during the year. In May 2000, Linda constructed a Technical Services manual on our intranet website.

WEB COMMITTEE

Dana chaired the Technical Services Web Committee. Its charge was to update pages

by May 5, 2000. Acquisitions turned in updated pages and Linda revised all pages to a new page design and moved them to the new Library server by May 1, 2000.

TEAM COORDINATORS

Team Coordinators appointed by the Coordination Team did an outstanding job of leading their teams throughout the year and accomplishing many team challenges.

CHALLENGES 1999/2000

The incoming Coordination Team wrote challenges for the year including improving communications, increasing job satisfaction, supporting teams, and adding to the Technical Services manual.

Coordination met with each Team Coordinator once a month and asked for a written report of team progress on challenges, regular work and manual pages. Monthly in the

Technical Services meeting, we plotted each team's progress on a visual time line chart. At the end of the year, the Team Coordinator reports were edited to form team annual reports, saving the effort of having the teams spend weeks writing annual reports.

An early challenge was to form search committees to fill three positions and to provide learning goals and training for new employees. Coordination appointed committees and worked with teams to provide learning goals and training.

The Coordination Team provided support for the work performed in Technical Services by holding monthly meetings and focusing on topics of interest. During the year, we studied chapters from New work habits for the next millennium. Coordination also awarded a traveling sunflower to teams with extra

accomplishments each month. At the end of the year, the team awarded certificates to recognize outstanding work by the teams during the year. We also sponsored a party featuring a four foot long party sub to celebrate records set in cataloging.



SUMMARY

Next year's challenges include coordinating projects such as implementing the VTL Database Task Force recommendations, finishing the barcoding of the print GPO collection, forming a new vision for Technical Services, and creating a new library at NSU-Broken Arrow. Our theme for next year is **"New Visions for Technical Services: Navigating the Information Future."**

At the 2000 JVL Awards Banquet, Technical Services, Darren and Connie received a "Survival Specialists" award, but this seems to be the pessimistic way of looking at the year. In fact, we did more than survive, we excelled and climbed new mountains. At the end of the year we cele-

brated the highest number of cataloged titles ever in the history of the John Vaughan Library. Those kinds of accomplishments don't come from a group that just survived, but from a group that adapted rapidly to change and excelled in the face of obstacles.

Linda H. West
Technical Services Director
June 21, 2000

Attachments:
 1999/2000 Activity Calendar
 1999/2000 Statistics
 Team Reports (4)

New manual pages helped with the development of an online Policy and Procedure manual in May 2000.

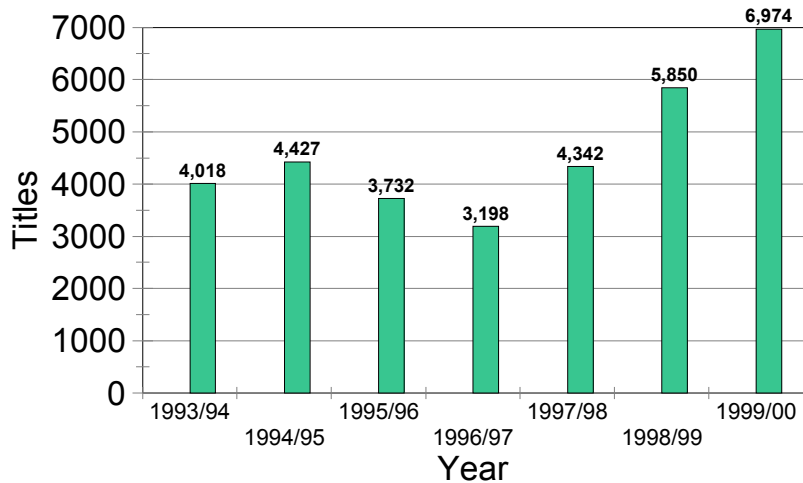
[Http://192.173.42.60/manual/](http://192.173.42.60/manual/)

A Tribute To Debra Ann Garrett

With Debbie's passing we lost a friend and a co-worker. This year we found out other things we will miss. After 22 years at JVL, Debbie knew things no one else did – we're learning slowly. We lost our encourager who challenged us to go ahead before we were 100% sure things would work. She always said "It will work out." We'll miss her phenomenal accuracy – you can't find that every day! We find ourselves saying, "Debbie did that" – now we have to find out how to do it. So for the encouragement, cheerfulness and quiet helpfulness through the years –

Debbie, this sunflower is for you.

Titles Produced 1993/94-1999/2000



John Vaughan Library Technical Services



A Record Setting Year

Technical Services Teams

- Acquisitions
- Data Initiation
- Quality Control
- Coordination

New Beginnings: #b Everyone Counts

Technical Services contributed Darren Tobey and Connie Mnich to Users Services and lost Debbie Garrett to her battle with cancer. We gained three new members: Dana Letts, Elizabeth Hamilton, and Dalana Block. Learning goals and training were a big part of most people's time this year as our new employees gained expertise in their tasks. *All Teams*

Group projects accomplished large amounts of work in short time frames to enable more regular work to be performed. Gift Presearching (5,004 items), Curriculum Materials Receiving (2,156 items), and Music Score Presearching (1,566 items) used the talents of all members of Technical Services along with some outside specialists. *Acquisitions Team*

Increases and improvements in workflow were the norm. We achieved distinction with the first full year of approval plan (2,075 books), number of titles cataloged, and number of items processed. *Data Initiation Team*

Records were set despite less than perfect conditions. Records in cataloging, bindery, gifts and processing all occurred in areas where vacancies and training were taking place. Also, computer and printer downtime added obstacles in the path of achievement. *All Teams*

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Total Tasks 1999/2000 112,202

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Gifts Received	11,159		

Technical Services Activities Calendar 1999/2000

Dalana Block

C. Contributions to the Institution and Profession

Library Committees:

National Library Week Committee
Assisted with the Spring 2000 Scholastic Book Fair
Member of Database Implementation Task Force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

Supervised one student worker

E. Workshops/Conferences attended:

Word Perfect Workshop, Fall 1999
Netscape Workshop, Fall 1999
Windows NT Upgrade Workshop, Fall 1999.
Weather Seminar, Spring 2000

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Library Committees:

National Library Week Committee
Assisted with Fall 1999 and Spring 2000 Scholastic Book Fair
Recognition Review Board Committee

E. Workshops/Conferences attended:

Word Perfect Workshop, Fall 1999
Netscape Workshop, Fall 1999
Windows NT Upgrade Workshop, Fall 1999.
Weather Seminar, Spring 2000

Harriett Hobbs

A. Effective Classroom Teaching

Mini workshop on Music Score Searching for 7 participants in Music Project.

C. Contributions to the Institution and Profession

University Committees:

Member of Financial Aid Advisory Committee

Member of Library Committee A.

Library Committees:

Chair, Search Committee for two Technical Services Library Technician II Positions

Member of Database Implementation Task Force

Scholastic book sale, Fall 1999 and Spring 2000

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Coordinator of Acquisitions Team

Coordinated training of 2 new Acquisitions Team members.

Supervised 1 student

Statistics Coordinator for Acquisitions

OCLC Coordinator for Library

Recognized by the Library for involving the Library in the University's Visa Card program

Recognized by the Library for coordinating the Music Scores Project.

E. Workshops/Conferences attended

Oklahoma Union List of Serials Membership meeting, Oklahoma City, June 14, 1999

Netscape Communicator Workshop, NSU, September 21, 1999

Windows NT Workshop, NSU, September 22, 1999

WordPerfect Workshop, NSU, September 23, 1999

OCLC First Search Workshop, Fayetteville, September 29, 1999

"Locating and Moving Files on Your PC" Workshop, NSU, November 12, 1999

Law Reference Workshop, NSU, November 23, 1999

Web Page Workshop, NSU, January 13, 2000

Oklahoma Library Association Annual Conference, Tulsa, April 27-28, 2000

Renée Johnson

No report

Dana Letts

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Fall 1999 and Spring 2000 Scholastic Book Fair

E. Workshops/Conferences attended:

Word Perfect Workshop, Fall 1999

Netscape Workshop, Fall 1999

Windows NT Upgrade Workshop, Fall 1999.

Jeanne Pry

C. Contribution to the Institution and the Profession

Library committees

Served on search committee for Technical Services Tech III position

Member of Database Implementation Task force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Coordinator of Quality Control Team, October 1999

Member of Coordination Team

Secretary for Data Initiation Team

Supervised 1 student

Involved in the training of 3 new Technical Services employees

F. Workshops/Conferences Attended

Oklahoma Union List of Serials Membership meeting, Oklahoma City, June 14, 1999

Fall 1999 Windows NT upgrade workshop (NSU)

Fall 1999 Netscape workshop (NSU)

Lou Ann Rhea

C. Contributions to the Institution and Profession

Library Committees:

Search Committee for Technical Services Library Technician III Position

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Secretary for Quality Control

Supervised 4 student workers

Trained part-time bindery employees

Worked in bindery area

Involved in the training of 3 new Technical Services employees

E. Workshops/Conferences attended

Netscape Workshop, NSU, September 21, 1999

Windows NT Workshop, NSU, September 22, 1999

Jackie Schumaker

C. Contributions to the Institution and Profession

Library Committees:

Search Committee for Reference Librarian/Education and Psychology Specialist

Search Committee for two Technical Services Library Technician II Positions

Chair, Search Committee for Technical Services Library Technician III Position

Chair, Database Implementation Task Force

University Committees:

Alternate, Grievance Committee for Non-Tenured Faculty

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Coordinator, Data Initiation Team

Served on Technical Services Coordination Team

Supervised 1 student worker

E. Workshops/Conferences attended

Netscape Workshop, NSU, September 21, 1999

Windows NT Workshop, NSU, September 22, 1999

“Locating and Moving Files on Your PC” Workshop, NSU, November 12, 1999

Law Reference Workshop, NSU, November 23, 1999

Web Page Workshop, NSU, January 13, 2000

Oklahoma Library Association Annual Conference, Tulsa, April 27-28, 2000

Linda West

A. Effective Classroom Teaching

“Designing WebPages”. NSU Continuing Education. June 1999; September 1999; February 2000. Developed new materials and web-based companion pages.

Taught two sessions of English 1213 (Farinelli) and tutored students from the class in an experimental approach to writing their assigned paper as a web-based project. Developed unique teaching materials for the class.

Developed Blackboard training module. Used to train student in Library, June 2000.

B. Scholarly Activities

1. Scholarship of Teaching

Attended Blackboard Workshop, NSU, May 15-19, 2000. Developed extensive, graphical training module.

2. Scholarship of Discovery

Survey of Oklahoma Librarian’s webpages as part of article preparation.

3. Scholarship of Integration

Extensive research for Documenting Promotion and Tenure Committee.

History Day Runoff Judge, April 4, 2000

American Association of University, Web Developer, June 2000

4. Scholarship of Application

Presenter. “Subject Directories and Review Sources” as part of “Taking Control of the Internet” for the Oklahoma Library Association Reference Division, October 19, 1999.

Presenter. “Using the Internet in Technical Services” as part of “Technology in Technical Services Workshop” for the Oklahoma Library Association Technical Services Roundtable, October 29, 1999.

Paper presented. “Extending our Services: Outsourcing Music Cataloging with OCLC TechPro”. Oklahoma Library Association Annual Conference, Tulsa, April 28, 2000

C. Contributions to the Institution and Profession

State Committees:

OLA Technical Services Roundtable Workshop Committee

University Committees

Student Financial Services Advisory Committee

World Wide Web Committee

Faculty Council Library delegate

Documenting Tenure and Promotion Committee

Employee Appreciation Day Committee

Designed two 30-year notebooks, poster and photo albums

North Central Accreditation Committee - Team 7,

Chair of Group 4

Distance Learning Advisory Council

Documenting Tenure and Promotion Workshop, NSU. Presenter. April 11, 2000
“The Boyer Model Implemented at Other Universities”

Library Committees

Muskogee Librarian Search Committee

Broken Arrow Collection Development Committee

Library Web Committee, Chair

Tenure and Promotion Policy Review, Chair

Assisted with Spring and Fall Scholastic Book Sales

Special Projects:

Relabeled Vertical File file folders, May 2000

Updated online Periodical Review Database, March 2000

Consulting:

University of Central Oklahoma, June 1999

Book sales and withdrawn material

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Presented workshop for library web authors on webpage editing and composition.

Provided handouts and training for new Library Webmaster.

Developed Intranet Training webpage for beginning cataloger.

Developed Intranet and constructed and designed an online procedure manual.

Monthly compilation of NSU and Library web usage statistics.

E. Workshops/Conferences attended

VTLS UNIX training. June 1999

American Association for Higher Education Annual Faculty Role Conference, New Orleans,
February 2000

Law Reference Workshop, NSU, November 23, 1999

Brain Gain 2000, NSU, April 21, 2000

Oklahoma Library Association Annual Conference, Tulsa, April 27-28, 2000

“Licensing Electronic Resources Workshop”, Tulsa, April 2000